



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Lagos	2. AGENCY State	3a. POSITION NO. A52323
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Description of duties: This position replaces
Position No. (Title) (Series) (Grade)

☐ b. New Position

☒ c. Other (explain) Position Vacant Due to Promotion

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Electrician FSN -1210-5	FSN - 5		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (If different from official title) Electrician	7. NAME OF EMPLOYEE
8. OFFICE/SECTION Facilities Maintenance Section	a. First Subdivision Management Section
b. Second Subdivision NA	c. Third Subdivision NA
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)	Typed Name and Signature of Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION	% OF TIME 90
<p>Assigned to the Facility Maintenance Section Electrical is directly responsible to the Facility maintenance Supervisor on all assigned duties as an Electrician in the Electrical trade. Assigned duties involve maintenance, installation, modification, repair, troubleshooting, and testing of electrical system equipment, control and shall include primary and secondary distribution panels switch gear, fire alarm system, electrical motors, transformers or any other items associated with the electrical trade.</p>	
14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME 10
<p>May be assigned to routine maintenance, innovation, special M&R or minor improvement, projects by prioritized work order.</p> <p>Performs scheduled maintenance following itemized or generic checklists. Must interpret checklists; accomplish the task, and reports problems or deficiency to Foreman. When assigned unscheduled work, determines the nature and scope of the problem, materials and tools required for correction and keeps the Foreman advised on status or difficulties in completing the assignment.</p> <p>Must clearly indicate all time and materials used on the work order. Determine materials requirement, identifies part numbers in catalogs and completes DS_ 583 (Expendable materials request form) to obtain materials from the LLC / Stores. The incumbent is also responsible for USG issued tools, clothing, safety equipment and other issued for his/her use.</p> <p>USG and trade safety practices shall be observed at all times. Any safety hazard concern should be reported immediately to the shop Foreman. Safety shoes if provided should be worn at all time while in a duty status. Electrical TAG-OUT procedure will be followed when working on or around electrical system. May be assigned to rotating shift working on or around electrical system. May be assigned to rotating shift work, weekend or holiday duty.</p> <p>May be required to operate vehicles movement of employees or materials to/from work sites; procure emergency or priority materials in local markets and performs other duties as assigned.</p>	

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of secondary school is required. Completion of vocational training or apprenticeship recognized as producing electrician or equivalent experience is required.
- b. Prior Work Experience:
Three years journeyman Electrical experience is required.
- c. Post Entry Training:
None
- d. Language Proficiency:
(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read)
Level II English (limited knowledge) is required.
- e. Job Knowledge's:
Must have full journeyman electrical knowledge of established practices and procedures
- f. Skills and Abilities:
Must be able to use tools associated with the trade; Must have a local driver's license.

16. POSITION ELEMENTS

- a. Supervision Received:
Receives direct supervision from Maintenance Supervisor
- b. Supervision Exercised:
None.
- c. Available Guidelines:
National Electrical code.
- d. Exercise of Judgment:
N/A
- e. Authority to Make Commitments:
None
- f. Nature, Level and Purpose of Contacts:
Daily contact with other FAC staff at low and medium organizational level.
- g. Time Expected to Reach Full Performance Level:
Six months